

TOWN OF COLCHESTER

JOB DESCRIPTION

Position: Building Inspector

Reports to: Director of Planning and Zoning

Department: Planning and Zoning

Classification: Non-exempt

Pay Grade: 13

Job Function:

To administer the Town's building ordinances and fire regulations as contained in Chapters Four and Seven of the Colchester Code of Ordinances. To provide field engineering and inspection of new town roads, stormwater facilities, erosion control measures and related infrastructure.

Essential Functions:

- Maintains a detailed log of inspections performed;
- Conducts new roadway infrastructure inspections and prepares regular reports on compliance with permits issued by the Town by providing inspection notes and sign-offs;
- Reviews, calculates fees and issues all building permit applications for compliance with codes and ordinances;
- Conducts site inspections of all building and site construction projects in progress and prepares regular reports on compliance with permits issued by the department by providing inspection notes and sign-offs;
- Conducts site inspections of all construction projects in progress for compliance with stormwater and erosion control regulations, Chapter 14 of the Colchester Code of Ordinances and approved plans;
- Provides follow-through on outstanding building permits. Maintains a log of outstanding inspections, fees, or other relevant issues;
- Enforces Chapters Four (Building Code) and Seven (Fire Regulations) of the Colchester Code of Ordinances rules in coordination with the Director. This task can include municipal tickets, letters of violations, etc. Attendance in court settings may be necessary from time to time. Works with landowners, builders, engineers and developers to bring about compliance with the codes where infractions exist through education, inspections, correspondence;
- Reviews Certificates of Compliance for conformance with applicable codes and regulations;
- Assists landowners, builders, engineers and developers with the permitting process; Has frequent contact with the public requiring perceptiveness and discretion in explaining technical and procedural requirements;
- Prepares staff notes on Development Review Board applications evaluating the proposed project's compliance or non-compliance with the Chapter Seven of the Colchester Code of Ordinances (Fire Regulations) and recommends changes to the plans to bring about conformance;
- Participates in Technical Review Committee meetings;

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- Coordinates preconstruction conferences with the Zoning Administrator for Development Review Board approved projects;
- Periodic attendance at evening meetings may be required;
- Coordinates plan reviews and inspections with related State and Federal agencies including but not limited to the State Fire Marshal's Office;
- Conducts other on-site inspections as requested by the Department Director or Zoning Administrator;
- Performs other work and takes on assignments and duties as assigned by the Director;
- On occasion, the Official may provide coverage for the Assistant by performing such tasks as preparing Certificates of Occupancy, receiving and recording financial transactions, and answering basic phone questions regarding building or fire code from the public;
- Maintains a letter log and call log;
- Utilizes portable electronic devices as assigned for permitting and inspections;
- Utilizes a cell phone to maintain communication with the Office.

Knowledge, Skills, and Abilities:

- A Bachelor's degree in civil engineering, structural engineering, environmental sciences, public law enforcement or related fields; or an Associates Degree with a minimum five years experience in zoning or permitting administration, building trades inspection, or related fields; or equivalent combination of education and experience;
- Must have first hand working knowledge of civil, mechanical, structural and architectural technology. Knowledge of engineering and architectural standards of practice as applicable to local, state and national codes and specifications;
- Must have first hand working knowledge of VOSHA and other relevant on-the-job safety;
- Must have the ability to work in close association with local governmental boards and state agencies regulating buildings, water, wastewater, soil erosion, wetlands, floodplains, hazardous waste, transportation, health and safety;
- Requires successful experience in being a self-starter and being able to work independently with minimal supervision;
- Continuing education, training and certification as a Fire Inspector;
- Natural resource management knowledge, traffic and engineering familiarity;
- The individual must have computer skills that include key boarding and use of permitting software applications;
- Plans and specifications compliance review skills for (Civil, Sanitary, Architectural and Governmental) specifications and regulations;
- Ability to read, analyze and interpret technical journals, reports and some legal documents, including but not limited to: deeds, escrows, plans and specifications;
- Ability to present information effectively in a public hearing or at other legal proceedings as an expert witness;

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- Ability to calculate figures and amounts, such as proportions, percentages, area, circumference and volume;
- Ability to measure horizontal and vertical distances with the use of transit, theodolite, level and tape;
- Ability to define problems, collect data, establish facts and draw valid conclusions;
- Ability to maintain positive, non confrontational attitude with citizens, taxpayers, developers, attorneys, engineers and authorities;
- Excellent written and oral communication skills;
- Excellent organizational and time management skills;
- Ability to accept constructive criticism and have the ability to communicate and work well with others.

Physical Demands:

- Work is performed outdoors in all weather conditions and involves regular exposure to cold, snow, heat, rain and/or dust;
- The noise level in the work environment is usually moderate and may sometimes be loud;
- Work requires strenuous muscle exertion and/or physical strain such as frequently climbing in and out of excavations for soil test pits and in building foundations, climbing ladders, walking narrow foundation walls, crawling into confined attic or foundation crawl spaces, and generally navigating construction site obstacles;
- Work environment involves continued exposure to hazards associated with heavy construction equipment, excavators, loaders, graders, elevators. Employee is required to use hard hat, gloves, goggles, masks and ear protection;
- While performing the duties of this job, the employee is frequently required to talk, hear and smell; use of hands to handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is required to stand, walk and drive;
- The employee must occasionally lift and/or move up to 70 pounds;
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception;
- The employee must hold a Vermont Driver's License and must be able to operate a vehicle.

Mental Demands:

- This position requires attention to deadlines, which may cause stress;
- Must have the ability to multi-task;
- Must have the ability to handle stressful situations.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as

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an exhaustive list of all responsibilities, duties and/or skills required of all personnel to be classified.

Approvals:

Department Head: _____ **Date:** _____

Human Resources: _____ **Date:** _____